



Economic Policy Analyst, 20/20 Vision – Washington, DC

About 20/20 Vision

An economic policy research and advocacy firm participating in the national economic policy-making process. We work with legislators, academics, public interest groups, and progressive organizations via engagement in economic policy legislative and political projects with a principal focus on fiscal and financial policy. Archives of the group's regular economic and democracy reform policy updates can be found at www.2020visiondc.org and 20/20 Vision Twitter.

The position supports the work of an economic policy research and advocacy firm participating in the national economic policy-making process, working with legislators, academics, public interest groups, and progressive organizations via engagement in economic policy legislative and political projects with a principal focus on fiscal and financial policy.

The position involves working with a team of writers/researchers on policy products and projects relating to a range of domestic economic policy issues with an emphasis on financial policy. The work is a mix of legislative and political projects, offering hands-on experience collaborating with colleagues and partners, and preparing policy memos for internal review, and includes various administrative responsibilities.

For reference, the archives of the group's regular economic policy updates can be found at 2020visiondc.org.

Tasks/Responsibilities:

- Proactive external advocacy guided by 20/20 Vision internal goals
- Research and writing on a range of economic policy issues
- Assist in production and distribution of a regular newsletter
- Engage in coalition advocacy to promote progressive economic policies

- Administrative tasks such as planning meetings, taking detailed notes, tracking timelines for projects and specific to-do lists
- Occasional event planning and in-person event attendance

Requirements/Qualifications:

- Hill experience highly preferred; relevant offices such as Appropriations, Tax, and Budget, Senate Banking, House Financial Services or members thereof, especially
- Background in/knowledge of one or more of these areas: federal congressional budget or fiscal policy, crypto, private equity, housing, education finance, industrial policy
- Proven experience in policy research
- Knowledge of office management systems and procedures and office equipment
- Proficiency in MS Office/Google Drive
- Excellent time management skills, ability to prioritize work, pay attention to detail, and troubleshoot problems
- Excellent written and verbal communication and organizational skills
- Bachelor's degree

Working hours somewhat flexible but generally follow 9-5 and may periodically require working some nights and weekends. Hourly rate range is from \$40 to \$55/hour (plus time and a half overtime for work outside of 9-6, M-F), commensurate with experience. Time and a half overtime pay for holidays and work done outside the regular work hours (evening and weekend work). Benefits package includes but is not limited to:

- Health insurance, including COBRA
- 14 days paid vacation annually, with rollover ability
- Paid sick leave
- Paid days for recognized holidays
- Paid Family & Medical leave (up to 14 weeks)
- Overtime pay
- Leaves of absence

All employee policies are outlined in the provided 20/20 Vision Employee Handbook. Position is hybrid schedule with in-office meetings near Dupont Circle twice weekly.

To Apply

To send your resume, please include a cover letter addressing this organization's mission and how your qualifications and experience align with the responsibilities outlined. Please include contact information and relationship for three professional references and send all to:

dana@2020visiondc.org

20/20 Vision provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected

veteran status, sexual orientation, criminal history, gender identity or expression, or any other characteristic protected by federal, state or local laws.

See other current openings at: <https://2020visiondc.org/current-job-openings>

Target Start Date: ASAP